ASHRAE
Technology for a Better Environment

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TO: ASHRAE Board of Directors

FROM: Frank M. Coda

DATE: December 19, 2001

SUBJECT: Staff Activities

Following is a summary of staff activities since the 2001 ASHRAE Annual Meeting.

MEMBER SERVICES DEPARTMENT (Carolyn Kettering, Director)

The Annual Meeting in Cincinnati had a total attendance of 1,759, including 141 spouses, (compared to 1,948 in Minneapolis, 2,154 in Seattle, 2,190 in Toronto and 2,247 in Boston). 67% registered in advance. A continuing decline in Annual Meeting attendance is a concern. The meeting utilized a combination of two hotels and the convention center.

The planning for the Atlantic City meeting in January 2002 is on schedule and all deadlines will be met. The deadline for registration was November 30. This was earlier than usual but we anticipate receiving the normal 67% of advance registrations. Hotels have been sold out downtown for a month and we are working to get late speakers and VIPs into our remaining block.

Information on the June 2002 Annual Meeting in Hawaii is up on the home page. A promotional brochure will be ready for distribution in Atlantic City. An agreement for wholesale airfares has been finalized. The Hilton Hotel will provide a direct link from our home page to their reservations service. We are in discussions with the Hilton Hotel to reconsider the room rates quoted in our contract due to the economic slow-down in travel and especially in Hawaii. We have requested that the rates be reduced based upon the other hotels in the area reducing their rates and attendees choosing to go elsewhere. We are waiting for a response. The Hawaii Host Committee is working on finalizing their program for the Welcome Party.

Contracts for the 2006 Annual Meeting in Quebec City have been signed.

The IAQ Conference was held in November with attendance of 250. The meeting was held in San Francisco and logistics and registration went smoothly.

The normal 10 cities were booked for PDS with contracts ready for signature when the decision to cut back was made. Currently only 3 spring seminars will be held.

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The meeting sites under consideration for the 2007 Annual Meeting are Washington, DC; Baltimore, MD; and San Francisco, CA. We have seen a decline in attendance for the Annual Meeting and the reasons are uncertain. It seems that providing reasonable rates which can usually only be done in a second tier city reduces the attendance.

A slate of 23 Distinguished Lecturers are participating in 2001-02, including four international speakers in the United Kingdom, Germany, Egypt, and Serbia. Year-to-date, 29 chapters have confirmed visits for a Distinguished Lecturer, which is down considerably from the same time last year. This may be due to the fact that funding for the program has been cut and the Society now covers only transportation to the meeting site. Chapters hosting lecturers are now expected to participate and cover the cost of lodging, meals, ground transportation, and other miscellaneous expenses.

Plans are underway to incorporate the ASHRAE College of Fellows. Articles of Incorporation and Bylaws have been developed and will be submitted to the appropriate authorities in the near future. Once this is accomplished, the College will be a separate and distinct organization from ASHRAE and will have their own tax-exempt status.

Constitution and Bylaws have been sent to 36 chapters scheduled for updating in 2001-02 and follow-up is taking place with 27 chapters that are currently delinquent in returning their signed documents. The assistance of the appropriate Director and Regional Chair has been sought to resolve any remaining issues. In addition, Constitution and Bylaws have been prepared for three new student branches since the 2002 Annual Meeting, which are expected to receive approval at the upcoming Winter Meeting.

The Member Service staff has been working with the volunteers on the following:

- The new Region At Large, in its interim year, held its first Annual Meeting in September 2001 to discuss the development and implementation of the Region At Large and held elections for the recommendation of Regional Officers. The reassignment of the members to the new Region At Large has been completed and a letter from the Regional Chair announcing the creation and purpose of the new Region At Large has been emailed to all the reassigned members. The Regional Chair is working with Regions Council and staff to provide for a smooth transition when they become an official Region At Large July 2002.
- We have responded to inquiries from members in Pakistan (45 Members) and in Costa Rica (10 Members) requesting information on the formation of an ASHRAE Chapter in their country. Region XIII also requested information concerning the formation of chapters in Indonesia (32 Members) and Korea (92 Members).
- The Mexico City Chapter is sponsoring the chartering of two sections, one in Cancun, Mexico and the other in Leon, Mexico. The Guadalajara Section is completing its paperwork to become a Chapter.
- The Tombigbee and Montgomery Chapters in Region VII have presented the paperwork for voluntary dissolution due to lack of participation by the local members. These requests will be presented and discussed at the Winter Meeting in Atlantic City. The Chapters intend to become Sections (Tombigbee – Memphis Chapter and Montgomery - Birmingham Chapter).
- The following Student Branches have completed their paperwork and will be presented for charter at the Winter Meeting in Atlantic City: Southeast Technical Institute located in Sioux Falls, South Dakota; the University of Hong Kong located in Hong Kong, China; and the Hong Kong Institute of Vocational Education located in Hong Kong, China.

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The Career Services Program currently has 536 members registered in the database. Five employers have utilized the Resume Match program to identify potential employees during the last quarter. The Career Fair, which the Board of Directors voted to hold only for students at the Winter Meeting, will not be held in Atlantic City due to a lack of interest by the employers. The employers do not feel it is worth the cost and time unless both members and students are participating.

The new Online Advancement Form has been reviewed by the Admissions & Advancements Committee and will be placed on the homepage in January 2002. The first phase of the online process will only allow United States and Canadian members to utilize the program. As additional areas, such as qualifying professional registration and education, are enhanced members outside of these areas will be able to use the form.

The Lincoln Bouillon Award Candidate Selection results have been reviewed and the award recipient will be approved during the Atlantic City meeting.

161 Life Member Certificates and Membership Cards were prepared for distribution to the local chapters for presentation. There are currently 4,789 members who currently hold member status.

The Associate Society Biographical Update Forms were mailed to 45 Associate Society.

The Logo Merchandise Catalog format for the homepage has been developed and the catalogue will be placed on the website effective January 2002.

Impromptu Reports have been developed in a format that can be sent electronically. Currently, monthly statistical reports are being sent to the Membership Promotion Committee by email. Chapter rosters are also available for distribution in an electronic format.

Marketing program activities were coordinated in conjunction with our marketing firm from June through November 30, 2001 to finalize the program. The final mailing for the marketing campaign was completed during the 2001-2002 Society Year. The Marketing Program was terminated June 30, 2001 since we met our quota in the first two years and the program was no longer profitable

The following represents the total activity for the final year in the marketing program.

Project Revenue	$245,631
Project Net Profit	$72,120
Total Quantity Mailed	228,783
Gross Responses	1,548
Paid Responses	1,548
% Total Responses	0.68
% Paid Responses	0.68
Pay-Up Rate	100.00%

Monthly Membership Elections

The A&A Committee reviewed the following applications for elections from July 1, 2001 through November 1, 2001.

Source: https://www.industrydocuments.ucsf.edu/docs/grxj0001

APPLICATION TYPE	JULY	AUG	SEPT	OCT	NOV	TOTAL
New Member	533	358	354	282	210	1737
Reinstate w/Application	34	23	14	33	14	118
Reinstate w/back pay	109	177	270	335	404	1295
Student Transfers	0	1	12	18	17	48
Advancements	16	17	7	15	16	71
Total	692	576	657	683	661	3269

Three-Year Membership Comparison
New member activity comparison from July 31 - November 30 each year

APPLICATION TYPE	NOVEMBER 30, 1999	NOVEMBER 30, 2000	NOVEMBER 30, 2001
New Members	2648	2341	1737
Reinstatement W/Application	179	264	118
Reinstatement W/Back Dues	235	336	1295
Student Transfers	158	43	48
Total	3220	2984	3198

Three-Year Paid and Unpaid Membership Comparisons

ACTIVITY	NOVEMBER 30, 1999	NOVEMBER 30, 2000	NOVEMBER 30, 2001
Paid Members	38,902	37,397	39,225
Unpaid Members	9,309	11,604	10,145
Paid Students	3,330	4,089	4920
Unpaid Students	1,827	2,872	1925
Total Membership	53,368	55,962	56,215

TECHNOLOGY DEPARTMENT (Bruce Hunn, Director)

A. Research

Ten new research projects were approved for funding. All ten resulted from Work Statements, none from unsolicited proposals. Twenty-one projects were completed. There are now 102 projects under contract, representing a total value of research of $9,744,000 for current projects, of which $4,115,000 remains to be paid.

Source: https://www.industrydocuments.ucsf.edu/docs/grxj0001

Proposals submitted in response to three RFPs will be acted on in Atlantic City. Thirty Work Statements recommended by TCs are awaiting approval of the Research Activities Subcommittee of RAC. Twenty-four Work Statements that have been approved for bidding are being held until adequate funding is available.

The procedure of using the ASHRAE Home Page to advertise and offer new requests-for-proposals is continuing to work well. Potential contractors from our list of interested bidders are advised when RFP's are posted.

The Research Advisory Panel did not meet at the 2001 Annual meeting, but will meet at the 2002 winter meeting. The Panel presented an alternate method for processing innovative research projects in order to preserve any confidential material that they may contain. A BOD subcommittee is studying the matter of confidentiality.

B. Special Projects

Four special projects have been active during the first half of 2001-2002.

Special Project (SP-91) will produce a "Hospital HVAC Design Guide." A first draft has been completed and reviewed by a committee of peers. A second draft will be ready for review prior to the Winter meeting.

Special Project (SP-93) entitled, "User's Manual for Standard 15" is being conducted by Kansas State University. Co-funding of this project has been obtained from ARI, RSES, RETA, and IIAR. The project is about 95% complete.

Special Project (SP-94), entitled "Development of a Commissioning and Troubleshooting Guide for Ground Source Heat Pump Systems", has been completed by Caneta Research. It was totally funded by the Geothermal Heat Pump Consortium. Technical Committee 6.8, which sponsored the project, has approved the guide and it is ready for release to Special Publications.

Special Project (SP-95) is the eighth conference on the "Performance of the Exterior Envelope of Buildings" which we have co-sponsored with DOE/ORNL. Planning for the conference, which will be held in December 2001, is complete and the proceedings on a CD-ROM is being replicated for distribution at the Conference

C. Refrigeration

The Refrigeration Committee is now an active, fully functioning Standing Committee. It has established liaison with other refrigeration organizations such as RSES, IIR, IIAR, RETA, and ARI. They transferred the existing grass roots responsibilities to TEGA and expanded liaison with that committee. Two seminars sponsored by the Refrigeration Committee was presented in Atlanta and Cincinnati, and at least two are planned for each succeeding meeting.

The Refrigeration Committee recommended that the out-dated Position Paper/Statement (PP/S) "Ammonia as a Refrigerant" published in 1993, be re-written. Don Siller has been named chair of the new Position Document Committee and the review is proceeding.

The Refrigeration Committee has also accepted the task of critiquing of the 1998 Handbook on Refrigeration in response to member criticism of the ASHRAE Handbook series. The first results of the critique will be made at the Winter meeting

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D. Environmental Health

1. Environmental Health Committee (EHC)

In response to a report by the Ad Hoc Committee on Health Impacts in Standards (Bellenger Committee), EHC is reviewing standards, guidelines, handbook chapters, and Position Documents for consistency in environmental health policies and positions. A subcommittee is developing a review scope, criteria, and procedure for the overall task. They are also developing a list of broad environmental health-related research projects that will support the knowledge base of selected high-profile standards.

A plan to re-write Chapter 9 (Indoor Environmental Health) of the Handbook of Fundamentals has been developed. Volunteers are being solicited to develop material for the chapter re-write.

2. IAQ 2001

The ASHRAE IAQ conference ("IAQ 2001: Moisture, Microbes, and Health Effects") was held November 4-7, 2001, in San Francisco. The conference was sold-out with approximately 250 people in attendance. Thirty-five technical papers were presented based on 109 abstracts submitted and 71 abstracts accepted. The paper review process was handled under a subcontract with the Univ. of Illinois for the first time. The conference also appears to have generated much greater interest from outside the U.S. and Canada than previous conferences.

3. Position Documents

IAQ: At the Cincinnati meeting in June 2001 the Board approved the revised Indoor Air Quality Position Document.
Synthetic Vitreous Fibers (SVF): The International Agency for Research on Cancer (IARC) has completed its re-evaluation of the carcinogenic risk of airborne man-made vitreous fibers. Completion of this re-evaluation will simplify the development of the ASHRAE position document on the same subject. A draft of the SVF position document is expected before the end of this year.
Allergy and Asthma: A title, purpose, and scope are being developed by EHC and TEGA on a potential Position Document on Allergy and Asthma.

E. Technical Activities Committee (TAC)

TAC's primary focus for the coming year is the evaluation and plans for the recreation of all or part of the structure and content of the ASHRAE handbooks and chapters.

TAC is expanding the dissemination of information via the ASHRAE and TC/TG independent websites. Eighty-six of the ninety-six current TC/TGs now have information posted on the ASHRAE website or links from that site to independent TC/TG websites. Information on the ASHRAE website presently includes TC/TG title, scope, minutes, and next meeting information. Fifty of the ninety-six TC/TGs now have independent websites with greatly expanded content.

TAC is developing Technical Bulletins, which are brief statements on special interest HVAC&R topics written by either a TC/TG/TRG or an appropriate society committee. Technical Bulletin content will include summaries of current practice/art of HVAC, answers to frequently asked questions, and sample calculation procedures.

Source: https://www.industrydocuments.ucsf.edu/docs/grxj0001

The establishment of TG 9.MMB (Moisture Management in Buildings) was approved with Carl Lawson as chair. TAC is conducting a full review of TC/TG scopes and section alignments to eliminate overlap, mismatches, and obsolescence within the current structure. The review will also identify possible needs for new TC/TG/TRGs and Sections.

F. Technical Services

The Technical Services Section continues to receive 20-30 technical inquiries per day. Staff and Jim Norman (consultant) have developed a database of 100 frequently asked questions, and their answers, to partially automate the question answering process. The database questions are classified as Technical Bulletins per Appendix F of the TAC MOP. The draft response to each question is being reviewed by the cognizant TC prior to being posted on the website.

Because many inquiries received deal with ASHRAE publications, the development of a searchable publications database, to include tables of contents, indexes, and descriptions of the target audience, is under consideration. An IAQ bibliography is also under development.

G. Technical, Energy, and Government Activities

As of the Annual Meeting in June, staff support for TEGA was transferred to the Washington Office. However, Technology Department (Dianne Burrows) continues to provide support for the Technology Awards Program. Two first place and three honorable mention Technology Awards will be presented at the 2002 Winter Meeting in Atlantic City. The awards panel was chaired by TEGA member Cindy Callaway.

The Energy Position Document committee, chaired by Mark Case, discussed a preliminary draft revision to this document at the Cincinnati meeting.

H. Standards

1. Project Committee Status

There are currently 125 standard and guideline projects. This includes 50 proposed new standards/guidelines, 40 standards/guidelines in the process of revision, 28 in the process of reaffirmation, and 7 on continuous maintenance.

The seven documents on continuous maintenance are:

- Guideline 13, *Specifying Direct Digital Control Systems*,
- Standard 15, *Safety Code for Mechanical Refrigeration*,
- Standard 34, *Number Designation and Safety Classification of Refrigerants*,
- Standard 62, *Ventilation for Acceptable Indoor Air Quality*,
- Standard 90.1, *Energy Standard for Buildings Except Low Rise Residential Buildings*
- Standard 90.2, *Energy Efficient Design of New Low-Rise Residential Building*, and
- Standard 135, *BACnet, A Data Communication Protocol for Building Automation and Control Networks*.

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2. BOD Policy Committee for Standards

At the October BOD Policy Committee for Standards (PolicyC) in Atlanta a revision to the target TPS for SSPC 62.1 was approved. The target TPS is the direction toward which the SSPC works. The PolicyC also concluded that the SSPC is not violating the membership petition.

The PolicyC approved a TPS for a new standard to be written by SSPC 90.1 entitled *Energy Standard for Small Commercial Buildings.*

3. Standards of Particular Interest

Standard 62.1, *Ventilation for Acceptable Indoor Air Quality*

The SSPC held an interim meeting in Denver, September 7-9. The following addenda were recommended by for public review: g, h, n, r, x, y, z, and ad. The following addenda were recommended for publication: i, t, u, v, and ab. The Standards Committee and the BOD will consider these latter addenda in January.

At their Technology Weekend meeting, the Board Policy Committee on Standards approved a revised target title, purpose and scope.

Standard 62.2P, *Ventilation and Acceptable Indoor Air Quality in Low-Rise Residential Buildings*

The comment period for the second public review ended in October, with approximately 400 comments received. The SPC met in early December in Clearwater, Florida in conjunction with the Thermal Envelope Conference to review these comments. It is possible that in January the SPC will recommend a third public review consisting of independent substantive changes.

Standard 90.1, *Energy Standard for Buildings Except Low Rise Residential*

ANSI/ASHRAE/IESNA Standard 90.1-2001 was published, incorporating 34 new addenda covering a wide range of topics, as well as editorial changes and updates to the standard. The new addenda address minimum energy efficiency standards, building envelope requirements, zone isolation, floor, ceiling and roof insulation, and power allowance calculations.

At the 2001 Annual Meeting in Cincinnati the SSPC approved a 2nd public review for Addendum i and a 1st public review for Addendum ar. After the Board Policy Committee delegated action on these items to the Standards Committee, SPLS approved them at their Technology Weekend meeting on October 20.

Further roster changes were approved at Technology Weekend, including the addition of an organizational member from the Building Owners and Managers Association (BOMA). SSPC 90.1 now has six organizational members. In addition to BOMA, there is IALD, PGMC, EEI, NAIMA, and ARI.

In July the SSPC 90.1 Executive Committee met in King of Prussia, Pennsylvania, to plan the content of the next published version of the standard for 2004. The SSPC seeks to simplify the standard, increase its stringency, and create a new standard limited to small commercial buildings. As part of this goal, the SSPC developed a proposed TPS for small buildings (90.1SB), which was approved by the BOD Policy

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Committee at Technology Weekend. SSPC 90.1 will develop this new standard, the purpose of which is to provide minimum prescriptive requirements for the energy-efficient design of commercial buildings 5,000 square feet or less in size.

In response to a Continuous Maintenance proposal to place all multi-family structures under one standard, Standards Committee is sponsoring a forum at the 2002 Winter Meeting in Atlantic City entitled, "Should Standards 90.1 and 90.2 be Merged?" The SSPC is also hosting a Public Session on Sunday afternoon to get public input on the content of the 2004 edition of 90.1.

4. International Standards

ASHRAE involvement in International Standards includes responsibility for:

- Technical Committee Secretariat of ISO/TC 86 (*Refrigeration and Air Conditioning*) and of ISO/TC 205 (*Building Environment Design*)
- Subcommittee Secretariat of ISO/TC 180 (*Solar Energy*), SC 4, and ISO/TC86/SC's 1, 2, and 8
- Administrator of U.S. Technical Advisory Groups (TAGs) to ISO/TC 86, ISO/TC 180, and ISO/TC 205.

ISO/TC 86, Refrigeration and Air Conditioning

We have executed an agreement with ARI to adopt jointly ISO Standards 13256-1 and -2 (water-to-water and water-to-air heat pump testing and rating) as American National Standards. ASHRAE and ARI are processing approvals under a joint project committee.

ASHRAE staff has been attending the meetings of the General Standards Committee of ARI. This has allowed ASHRAE and ARI to work more closely in standards development, including joint adoption of ISO standards.

Arrangements are being made to provide support to selected Working Groups of TC 86, SCs 1 and 8, because critical ASHRAE standards (15 and 34) are involved in revisions to ISO Standards 5149 and 817, respectively.

ISO/TC 180, Solar Energy

ASHRAE SPC 95 has proposed to adopt ISO 9459-1:1993, *Solar heating - Domestic hot water heating systems, Part 1: Performance rating procedure using indoor test methods,* as the next revision to ASHRAE Standard 95-87.

ISO/TC 205, Building Environment Design

The ISO/TC 205 meeting in Spain scheduled for September 2001 was cancelled and is being rescheduled for early 2002.

Eleven approved ISO work items, based on several ASHRAE standards including Standards 62, 90.1, and 135, are under development. A preparatory draft of an indoor air quality standard is under review by ISO/TC 205 Working Group 4.

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5. Code Interaction Subcommittee

Code change proposals for the 2003 IECC, IMC, and IRC were submitted to the ICC to update references to the 2001 versions of Standards 15, 34, 62, 90.1, and 136. CIS is also working with the NFPA 5000 "Consensus Codes for the Built Environment" project to include Standards 90.1 and 90.2 as the energy codes in their set.

A plan has been developed to train code officials in the application of Standard 90.1. A "train-the-trainer" workshop is planned for late spring 2002 to prepare ASHRAE chapter representatives to present 90.1 training sessions for local code officials. The workshop will be based on the 90.1 PDS recently developed by ALI.

A Code Development Committee of CIS has been initiated to provide a means to represent ASHRAE interests in the development of model building codes, and to provide a forum for development of consensus for code interaction within ASHRAE. Mike Tavares is the first chair.

I. Meetings Attended

The Director of Technology attended six meetings from July 1, 2001 – December 31, 2001, as shown below.

Name of Meeting	Location	Date
DOE National Workshop On State Building Energy Codes	Burlington, VT	July 17-18
Region XIII CRC	Taipei, Taiwan	September 13-15
ARTI 21-CR Strategic Planning Workshop	Gaithersburg, MD	September 26-27
Technology Weekend	Atlanta, GA	October 20-22
DOE Performance Metrics Planning Workshop	Vail, CO	November 5-6
DOE Solar Buildings Program Peer Review	Denver, CO	December 3-4

RESEARCH PROMOTION (Bob Peach, Manager)

As of November 30, 2001, research contributions were $294,035 versus $314,180 at the same time last year. This represents a 6.4% decrease in year-to-year results and continues the reduction in research support from the end of last fiscal year. Last year's results ($1,673,446) ended lower then the previous year's results ($1,705,230) for the first time in five years.

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We have received one new Golden Circle Investor for the 2001-02 research campaign. This is the Belimo Aircontrols Company in Danbury, Connecticut.

The campaign has contacted all the AHR Exposition exhibitors about its expo recognition program for significant research investors ($1,000 or more). The recognition program includes an 8' x 15' display that lists all the exhibitors meeting this investment requirement as well as a ½ page ad in the Show Daily.

Research Promotion created a new *Full Circle* poster for qualifying chapters that can be used as an example their leaderships' support for ASHRAE Research. The poster simply says: *Your Chapter Leadership Have All Supported ASHRAE Research....Have You?*.

The RP Committee is starting to emphasize the use of calling campaigns to solicit and renew Research support from members and industry contributors. Chapter involvement in this activity is increasing but it's too early to measure its effectiveness.

RESEARCH DEVELOPMENT COMMITTEE (Bob Peach, Staff Liaison

This is the first such report for this committee.

The committee had its first official meeting at the Annual Meeting in Cincinnati. At this meeting the committee discussed the various fund raising efforts of the Society and what it would need to do to implement it's oversight responsibilities. President Wolf also asked the committee to consider the feasibility of using the grass roots organization for multiple fund raising programs.

Since the Annual Meeting the committee has not met and will be discussing President Wolf's request at the Winter Meeting.

EDUCATION DEPARTMENT (Anne Spengler, Director)

Professional Development Seminar Series *- Ten professional development seminars were presented during the fall 2001 series with an average of 19 attendees per seminar. The events of September 11th had a negative impact on PDS attendance during this time period. For comparison purposes, attendance during the Fall 2000 series averaged 26 per seminar.*

Winter Meeting Course Presentations **- A total of 12 short courses and 2 professional development seminars will be presented during the Atlantic City meeting.**

The following new courses will be presented for the first time in Atlantic City:

- Complying with ASHRAE/IES Standard 90.1 (PDS)
- Optimizing the Design and Control of Chilled Water Plants (PDS)
- Multizone Network Airflow Modeling (Short Course)
- Green Buildings and Sustainable Construction (Short Course)

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Licensing/Textbook Program - **Five ASHRAE chapters and six colleges have utilized courses from the *Fundamentals* series this year. Approximately 291 individuals received training through this delivery mechanism since July.**

Self-Directed Learning Courses – Approximately 500 individuals have purchased self-directed learning courses since July.

Translation Agreements – The Mexico City chapter will be translating The *Fundamentals of Thermodynamics and Psychrometrics* (SDL) into Spanish. This brings the total to four SDLs translated into Spanish by either the Mexico City chapter or the Monterrey chapter.

Marketing – In addition to the ongoing direct mail marketing program and various additional standard marketing efforts, an ALI brochure was developed which gives a general overview of all the current ALI programs.

STUDENT ACTIVITIES

Undergraduate Senior Project Grant Program - 38 Undergraduate Senior Project Grant applications totaling $171,282.74 in funding have been received. 9 more applications were received this year vs. last year.

Student Branches - 2 new student branches will be charted at the Atlantic City meeting, which brings the total number of student branches to 267.

ASHRAE *Cool Science Kit* - This kit has been introduced in over 20 presentations and the user feedback has been extremely positive. In addition, the teaching modules included in the kit have been made available on-line for ASHRAE members. The effectiveness of the kit will continue to be measured and evaluated with improvements made as needed.

PUBLICATIONS AND COMMUNICATIONS (Steve Comstock, Director)

Noteworthy activities in the Communication and Publications Department during the first half of the 2001-2002 year included enhancing ASHRAE's public image, releasing several important new titles, implementing measures to reduce printing costs, emphasizing advertising sales opportunities in ASHRAE Journal, and planning for an expanded ASHRAE web site.

The aftermath of events from September 11 placed the building environment squarely in the media's spotlight. ASHRAE's public relations strategy was to assist the public by communicating to the media that:

- Buildings are safe.
- Modification of HVAC systems without professional advice can cause serious problems and exposure to liability.
- ASHRAE is addressing how buildings can remain safe under extraordinary incidents.

A steady stream of ASHRAE news releases enabled the Society to effectively communicate its messages to The New York Times, Newsweek, Los Angeles Times, Chicago Sun-Times, Associated Press, CNN, Hardball with Chris Mathews, Seattle Daily Journal of Commerce, Milwaukee Journal Sentinel, NHK Japan Broadcasting Co.,

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Engineering News Record, The Air-Conditioning, Heating, Refrigerating News, HPAC Magazine and ASHRAE Journal. A further illustration of ASHRAE's contribution to improved public understanding and appreciation of building environments in the light of extraordinary circumstances is the organization of a public session entitled "The Aftermath of 9/11/01: Ensuring the Safety of America's Buildings" at this year's AHR Exposition.

The mark of a successful publishing program is the publication of more – not less – material. A significant number of new titles were added to the Society's bookstore since July 1. They include:

- Principles of HVAC, a textbook companion to the 2001 Fundamentals Handbook.
- Proceedings of Buildings VIII Conference
- Standard 90.1-2001
- Standard 135-2001 BACnet
- Standard 62-2001
- Standard 34-2001
- Guideline 13 for specifying DDC Systems
- Standard 140-2001 for evaluating building energy analysis computer programs
- ASHRAE Transactions for the 2001 Annual Meeting in Cincinnati
- 2002 ASHRAE Winter Meeting CD
- Humidity Design Guide
- Four-Volume ASHRAE Handbook CD (1998-2001 volumes in both I-P and SI on one CD)
- International Journal of HVAC&R Research (July and October quarterly issues)

The entire process that ASHRAE uses to manufacture publications has been re-engineered. ASHRAE completed an audit of all vendors to ensure lowest pricing and shifted to use of suppliers able to provide economical pricing on short runs. This has enabled ASHRAE to reduce its investment in inventory and more rapidly revise texts to incorporate addenda and errata. ASHRAE is also now furnishing printers with complete electronic files for all of its publishing projects, including advertisements in ASHRAE Journal. This means quicker turn around times and reduced printing costs, and for ASHRAE Journal, the ability to introduce more color at no additional cost. For Insights, electronics now let us do soft proofing where the printer's proof is viewed at the editor's terminal. This speeds up the process and further reduces cost. It also has long-range implications for use in other publication projects.

Reducing costs is important because advertising revenues have fallen sharply beginning in the 2000 calendar year. No market has been exempt and all media have been impacted. The HVAC market is no exception. Total advertising pages fell about 6% in 2000 and a whopping 27% in 2001. To offset reduced orders, publishers have cut prices and offered value added services. While ASHRAE also offers value added programs, the Journal is differentiating itself from its competitors by emphasizing that ASHRAE holds the unique position of being the focal point for all activity in the HVAC&R community. This is predominant in the 2002 calendar year media kit that also stresses the importance of using the value-added opportunities to successfully sell to the HVAC&R market. ASHRAE Journal's circulation consists of the people who hold the principal leadership positions for planning HVAC&R projects. Of course, what distinguishes ASHRAE Journal most from its competitors is the quality of its editorial product. This year's calendar has a 12-part series on controlling moisture in buildings, and a five-part series on IAQ and productivity. Journal editors are also developing a special issue on under floor distribution systems and a series of short articles on refrigeration and the food industry.

The most exciting activity ASHRAE has undertaken during the first half of the year has been the launching of an expanded ashrae.org web site. ASHRAE views the Internet as the fundamental way that ASHRAE will interact

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with its membership and other audiences. With an ever-increasing international membership, this philosophy becomes extremely important. To avoid the dot.com crash that enveloped so many businesses and other associations, ASHRAE will manage its expanded web presence as a commercial venture, maintaining proper respect for membership service and editorial content. Because web technology is expensive to start up and maintain, ASHRAE will manage its web site to capitalize on appeal to advertisers and sponsors, offering pay as you go services and partnering with a web service provider. Our business plan calls for ASHRAE members to enjoy the added benefits of Internet product and service delivery without diverting Society operating funds from support of other key services. Our new web site is expected to launch March 1, 2002.

GOVERNMENT AFFAIRS (Chuck Miró, Director Government Affairs)

Since July 1st, the Washington Office has made important strides in several areas. Key among these are the two partnering agreements that have been established with federal agencies that are major players in government buildings and construction. Both agreements are bringing to the Society new opportunities for increased access in Washington, D.C. and providing new sources of funding for ASHRAE programs. Another area of progress includes the increased visibility of the Society in Washington, D.C., and among top-level policymakers in the Department of Energy in particular.

Outreach Activities

In early September, President Coad signed a Memorandum Of Understanding (MOU) with the U.S. Army Corps of Engineers (USACE).

The USACE MOU is the first tangible byproduct of the expanded mission of the Society's government affairs department, where staff has been tasked to identify, explore and initiate collaborative opportunities between the Society and governmental bodies in North America. These public-private partnerships are being pursued in support of the Society's mission by creating new channels for the sales of ASHRAE products and services, expanding sources of funding for ASHRAE research and activities, and creating added value for members in ASHRAE.

The MOU recognizes the unique status of both ASHRAE and the Army Corps of Engineers in the construction industry. The agreement provides a vehicle for sharing and transfer of technical advances, shared research and development, and for professional advancement of USACE mechanical engineering staff.

Both organizations agree to work cooperatively to improve heating, ventilating, air-conditioning, and refrigeration (HVAC&R) technologies and their application. ASHRAE and the USACE are committed to work together toward the following goals:

1) Ensure a commitment to continuing communication between USACE and ASHRAE at all levels to provide mutual briefings on USACE and ASHRAE activities and programs at ASHRAE meetings, and at USACE meetings and conferences;

2) Cooperate in the areas of research and development, standards development and application, and in technology transfer. This includes identification of research projects of mutual interest and possibilities for funding, and promotion of the use of publicly developed consensus standards for design and testing:
   - Provide ASHRAE research project data base to USACE,
   - Compare USACE "Current Energy Projects" list with ASHRAE Research Plan to identify potential research topics of mutual interest,

Source: https://www.industrydocuments.ucsf.edu/docs/grxj0001

- Explore potential for sharing information on USACE "Energy and Utility Technology Program" at ASHRAE Society meetings.
- Identify publicly developed ASHRAE technical engineering standards for reference in USACE guidance and criteria.

3) Advance engineering and technical professional development through the active participation of USACE personnel as members in professional technical engineering organizations at the local and national levels, especially as members of technical committees and in the development of technical and engineering standards.

4) Provide mutual assistance in areas of education and training to increase the effectiveness and efficiency of HVAC&R technologies.

5) Promote energy efficiency, environmental stewardship, and improved indoor environmental quality in the built environment.

One outcome of the new relationship with the USACE has been the development of an innovative program designed to increase attendance at Society meetings. Beginning with the Winter Meeting in Atlantic City, those who register for the Society's 2002 Annual or Winter meetings by paying the advance non-member registration fee receive a gratis membership with full benefits for one year.

Ten days after the terrorist strikes in New York City and in Washington, D.C., the U.S. Army Corps of Engineers held a special briefing on federal agencies' response to the tragic events of September 11. The USACE is the lead agency in the federal effort to conduct vulnerability assessments and consider protective design issues for buildings and other structures. ASHRAE was one of the key groups invited to attend the special briefing, and the Society's assistance is being sought to help protect building occupants from the risk that chemical, biological or other agents may be purposely introduced through mechanical ventilation systems. A number of technical issues are involved related to the design of collective protection systems within buildings, as well as the need for new research and possibly new standards.

Near the end of December, President Coad signed a memorandum of understanding with the U.S. General Services Administration for closer cooperation and support of ASHRAE activities. Initially, GSA will provide a minimum of $50,000 in funding for Special Projects.

Issue Activities

The Washington Office continues monitoring governmental activity on those technical issues of primary interest to ASHRAE, and is developing channels of communication between the Society leaders and government officials. On 10 December 2001, ASHRAE President Bill Coad, President-Elect Don Colliver, 90.1 Chair Larry Spielvogel and ASHRAE Staff (Executive Vice President Frank Coda and Director of Government Affairs Chuck Miró) met with the Department of Energy's highest-level official responsible for the Department's energy efficiency and renewables program.

DOE Assistant Secretary David K. Garman heads the DOE Office of Energy Efficiency and Renewable Energy, a $1 Billion annual program. Secretary Garman brought key members of his team to the meeting: Deputy Assistant Secretary Mark Ginsberg (heads the Office of Building Technology, State and Community Programs), Michael J. McCabe (Garman's Deputy Chief of Staff), Ed Pollock (director of the Building Research and Standards office),

Source: https://www.industrydocuments.ucsf.edu/docs/grxj0001

John Talbott (Pollock's deputy), Jean Boulin (senior program manager in the Building Technology Assistance office) and Ron Majette (program manager in codes and standards).

Secretary Garman and Mike McCabe said that the 90.1 determination will likely be finalized before the end of this year. A copy of most recent version of the standard was left with Secretary Garman. He seemed genuinely interested in it, and indicated that he had never previously seen such a standard. Secretary Garman called the standard "commendable." It is hoped that evident depth and breadth of the technology will make a memorable impression on the Assistant Secretary. He asked to see a copy of the Handbooks, and President Coad indicated he would send a complete set (in both paper and CD versions).

President Coad offered a number of options for ASHRAE to work more closely with DOE – all intriguing possibilities, Secretary Garman said. The Washington Office will follow up with Ed Pollock on the road-mapping/prioritization process that is ongoing at DOE.

Regional Visits

9-11 August 2001: Chuck Miró participated in the Region IX CRC in Wichita, Kans., as official Staff Representative.

16-18 August 2001: Chuck participated in the Region I CRC in Tarrytown, N.Y., as Staff Representative.

13-15 September 2001: Chuck participated in the Region III CRC in Bethlehem, Penn., as Staff Representative.

Noteworthy Meetings and Events

On 7 August, Environmental Health Chair Jim Woods and Chuck Miró met with EPA officials to discuss the use of antimicrobial products in ventilation systems.

On 28 August, the Washington Office hosted a meeting with Washington Representatives of the HVAC&R trade groups to discuss issues of mutual interest, including upcoming legislation and regulations.

On 4 September, an important milestone was reached when ASHRAE entered into its first collaborative agreement with a federal agency. On September 4th, President Bill Coad and Lt. General Robert B. Flowers, Chief Engineer of the U.S. Army Corps of Engineers (USACE) formally signed a memorandum of understanding (MOU) intended to serve the missions and address the needs of both organizations in the years ahead.

On 10 September, Martin Weiland met officials at the U.S. General Services Administration to explore opportunities for ASHRAE activities to receive funding.

On 12 November, the Washington Office hosted the first meeting of the Presidential Study Group on Health and Safety under Extraordinary Incidents, chaired by James E. Woods.

On 10 December, ASHRAE leaders and staff met with high-level officials at the Department of Energy.

On 19 December, the second meeting of the Presidential Study Group was held in the Washington Office. President Coad was in attendance.

Source: https://www.industrydocuments.ucsf.edu/docs/grxj0001

On 21 December, President Coad signed an MOU with the General Services Administration. In the first year of this partnership, ASHRAE is slated to receive $50,000 to $75,000 for special projects and other Society endeavors.

Routinely Participate in Meetings With the Following Groups

Alliance for Responsible Atmospheric Policy
Alliance to Save Energy
American Council for an Energy-Efficient Economy
American National Standards Institute (ANSI)
Building Codes Assistance Project
Building Energy Roundtable (B/ERT)
HVAC&R Trade Association Government Affairs Reps
National Capital Chapter (ASHRAE) Government Luncheon Series
National Engineers Week Steering Committee
Sustainable Buildings Industry Council
Washington Representatives of the Engineering Societies

FINANCE AND ADMINISTRATION (Eddie Rubin, Director)

1. Hired and trained a new Accounting Manager to replace the retiring Accounting Manager.

2. Hired a new Personnel Manager to replace the retiring Personnel Manager and started totally redesigning personnel and payroll procedures.

3. Created new procedures to review and track accounts receivable, particularly collection problems.

4. MIS began to create reports from TIMSS in Impromptu and Access.

5. Accounting and MIS, working with other departments, reviewed and monitored software bugs and issues during the "going live" portion for TIMSS.

6. Totally redesigned Foundation financial reports and reduced the time to prepare such reports to one day from five days.

SCHOLARSHIP PROGRAM (Lois Benedict, Staff Liaison)

Information regarding scholarships available through ASHRAE, including applications, were mailed in early October to the Deans of Engineering and financial aid offices of over 500 schools, universities, and colleges, and ASHRAE Student Branch Advisors. The ASHRAE Home Page continues to be an increasingly popular source of information about our Scholarship Program. Requests for applications continue to be received daily.

Several new scholarships are available this coming year. The ASHRAE Region IV Benny Bootle Scholarship, ASHRAE Region VIII Scholarship, and the Donald E. Nichols Scholarship. The Regional Scholarships are available to students attending a school in the specified ASHRAE region. The Donald E. Nichols Scholarship is

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available to a qualified student attending Tennessee Technological University. All applicants must meet the basic criteria of a cumulative 3.0 GPA in a curriculum accredited by the Accreditation Board for Engineering and Technology (ABET).

A total of 31 scholarship applications have been received for 12 Undergraduate Engineering Scholarships available for the 2002-2003. The Scholarship Trustees will make their final selection of students to receive an Undergraduate Scholarship at the 2002 Winter Meeting in Atlantic City.

ASHRAE FOUNDATION (Bob Peach, Manager)

Since the Annual Meeting in Cincinnati, the Foundation has continued to concentrate its marketing and fund raising efforts in the *planned giving* area. This is being implemented with timed *Insights* articles and Foundation newsletters to the membership.

The Foundation is now financially supporting four Society programs on an annual basis: (1) the Distinguished Lecturer Program for $10,000; (2) the ASHRAE Learning Institute for $25,000; (3) ASHRAE Research with 12 endowed contributions; and, (4) ASHRAE Standards. This is in addition to the $74,500 in annual scholarships that are being granted.

The Foundation Trustees approved a new service for the Society called *Donor Directed Accounts*. These accounts are open to all ASHRAE chapters and members who would like to utilize the investment management services of the Foundation while maintaining their authority over the payment of any investment income. Guidelines were drafted and communicated in an Insights article this past fall.

The Foundation's *Millennium Endowment Campaign* is continuing its efforts to secure endowed funds for the Society's educational programs and has secured additional contributions since the Annual Meeting.

STAFFING: Employees hired since the 2001 Annual Meeting:

06/25/01	Barry Kurian	Manager of Publishing Services
07/02/01	Chuck Pennscott	Manager of Marketing & Advertising Sales
07/02/01	Asia Abdullah	Customer Service Representative
07/24/01	Sharon Priebe	Personnel Manager
07/30/01	Heather Kennedy	Associate Editor, Handbook
09/04/01	Jeffrey Addison	Accounting Manager
10/01/01	Amy Morrison	E-Content Development Coordinator
10/22/01	Pamela Griffin	Help Desk / Report Specialist
10/22/01	Doreen Wimbish	Senior Secretary, Comms/Pubs
11/26/01	Michele Woodard	E-Commerce Development Coordinator

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MEETINGS ATTENDED BY EXECUTIVE VICE PRESIDENT

The Executive Vice President attended the following intersociety meetings since the 2001 Annual Meeting:

July 28-30, 2001	Natl. Society of Professional Engineers (NSPE), Detroit MI
August 4-8, 2001	Illuminating Engineering Society Annual (IESNA) Annual Mtg, Ottawa
August 23, 2001	ANSI Finance, Wash DC
August 28, 2001	ANSI Board, Wash DC
September 4, 2001	United States Army Corps of Engineers (USACE) Signing, Wash DC
September 21, 2001	USACE Workshop, Wash DC
October 9, 2001	ANSI OMC, Wash DC
October 16-19, 2001	CIBSE Mtg, United Kingdom
November 7, 2001	ANSI Finance, Wash DC
Nov 11-13, 2001	Air Conditioning & Refrigeration Institute Mtg., Ft. Lauderdale FL
December 10, 2001	Department of Energy, Wash DC
December 21, 2001	General Services Administration (GSA) Signing, Wash DC

FMC/lkb

pc: Gloria Cofer

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